

NAVSUPPACT NORFOLK INSTRUCTION 1830.1

Subj: **GUIDELINES AND CEREMONIAL SUPPORT IN CONJUNCTION WITH
RETIREMENTS/TRANFERS TO THE FLEET RESERVE**

Ref: (a) MILPERSMAN 1800-010

Encl: (1) Retirement/Fleet Reserve Checklist
(2) Ceremony Checklist
(3) Sample Command Notice 5060
(4) Sample Retirement/Fleet Reserve Ceremony Script
(5) Sample Certificate of Appreciation from the
President of the United States
(6) Sample Request Letter to Governor(s)
(7) Sample Request Letter from CNO (Officer's Only)
(8) Sample Request Letter from MCPON (CPO's Only)
(9) Sample Certificate of Retirement (Officer',
CPO's 30 Years and Medical Only)
(10) Sample Fleet Reserve Certificate
(11) Sample NSA U.S. Flag Certificate
(12) Sample Retirement Flag Certificate
(13) Sample CPO Retirement Creed (CPO's Only)
(14) Sample Commanding Officer's Letter of Appreciation
for Spouse
(15) Sample Commanding Officer's Letter of Appreciation
for Children
(16) Sample of "The Watch"
(17) Sample of "Old Glory"

1. Purpose. To promulgate procedure per reference (a) for the conduct of ceremonies for personnel who are retiring or transferring to the Fleet Reserve.

2. Background. The retirement or transfer to the Fleet Reserve of a member, shall, only if the member desires, be preceded by a ceremony designed to express the Navy's appreciation for many the years of faithful and honorable service. Participation in a formal ceremony is not a mandatory requirement for the members. Each member's preference in the matter shall be ascertained prior to the scheduled date of retirement or transferring to the Fleet Reserve. Such ceremony may be waived upon request of a member or in other instances when, at discretion of the Commanding Officer, such action is warranted. Enclosures (1) through (18) are provided to assist personnel in coordinating and executing all retirements or transferring to the Fleet Reserve ceremonies.

3. Action.

a. Department Heads/Leading Chief Petty Officers:

(1) Assign a Retirement/Fleet Reserve Ceremony Coordinator/Sponsor and have overall responsibility for conducting the ceremony.

(2) Ensure award recommendation (if appropriate) is prepared in time for presentation at ceremony. Awards should be submitted NLT 120 days in advance of the desired presentation date.

(3) Provide any assistance needed by the Ceremony Coordinator/Sponsor.

b. The Department/Storefront Career Counselors shall:

(1) Interview members who are retiring/transferring to the Fleet Reserve.

(2) If member desires not to have a ceremony, use enclosure (1) to facilitate member's retirement/transferring to the Fleet Reserve information. This should be completed and submitted to the Command Career Counselor NLT 120 days in advance of member's separation date, not the retirement/transferring to the Fleet Reserve date.

(3) If members desire to have a ceremony:

(a) Ensure the members submit a special request chit to request permission for a ceremony.

(b) Ensure the members have a Ceremony Coordinator/Sponsor assigned by the Department Heads/Leading Chief Petty Officers. Use enclosures (1) and (2) to facilitate member's retirement information. This should be completed and submitted to the Command Career Counselor NLT 120 days in advance of the scheduled ceremony date.

(4) Provide any assistance needed by the Ceremony Coordinators/Sponsors.

(5) Perform any required tasking as directed by the Command Career Counselor.

c. The Ceremony Coordinators/Sponsors:

(1) If members desire to have a ceremony, a Ceremony Coordinator/Sponsor must be assigned by the Department Heads/Leading Chief Petty Officers. Use enclosures (1) and (2) to facilitate member's retirement/transferring to the Fleet Reserve information. This should be completed and submitted to the Command Career Counselor NLT 120 days in advance of the scheduled ceremony date.

(2) Ensure enclosures (3) and (4) are drafted and publicized NLT 45 days prior to the scheduled ceremony date.

(3) Ensure enclosures (3) and (4) are prepared, reviewed and signed by the Commanding Officer NLT 15 days prior to the scheduled ceremony date.

(4) If the member desires a Shadowbox, ensure it is completed and prepared for presentation. Any monetary costs will be paid by the member.

(5) Coordinate ceremony information and date with the Commanding Officer's and Executive Officer's calendars, as well as the Chain of Command.

(6) Perform any required tasking as directed by the Command Career Counselor.

d. The Command Career Counselor shall:

(1) Provide a Certificate of Appreciation signed by the President of the United States, enclosure (5).

(2) Request, receive and provide a Letter/Certificate signed by the State Governor(s) of the member's choice, enclosure (6).

(3) Request, receive and provide a Letter/Certificate from the CNO (Officer's Only), enclosure (7).

(4) Request and provide a Letter/Certificate from the MCPON (CPO's Only), enclosure (8).

(5) Prepare and provide a Certificate of Retirement (Officer's, CPO's 30 Years and Medical Only), enclosure (9).

(6) Prepare and provide a Fleet Reserve Certificate, signed by the Commanding Officer, enclosure (10).

(7) Prepare and provide, as needed, a NAVSUPACT Norfolk U.S. Flag Certificate, signed by the Command Master Chief, enclosure (11).

(8) Prepare and provide a Retirement Flag Certificate, signed by the Commanding Officer, enclosure (12).

(9) Prepare and provide a CPO Retirement Creed Certificate, signed by the Command Master Chief, enclosure (13).

(10) Prepare and provide a Letter of Appreciation Certificate for Spouse, signed by the Commanding Officer, enclosure (14).

(11) Prepare and provide a Letter of Appreciation Certificate for Children, signed by the Commanding Officer, enclosure (15).

(12) Provide a U.S. Flag for member's shadow box.

(13) Prepare and provide Honorable Discharge, Retired 20 years or Retired 30 years, lapel pins for member and member's shadow box.

(14) Provide any assistance or guidance as needed to the Department/Storefront Career Counselors and Ceremony Coordinator/Sponsor.

4. Directive Review. The Command Master Chief and Command Career Counselor are responsible for periodically reviewing and updating this instruction.

G. M. KOUCHERAVY

Distribution: (NAVSUPPACTNORFOLKINST 5216.1M)
List IV (w and x only)

RETIREMENT/FLEET RESERVE INTERVIEW CHECKLIST
(NLT 120 DAYS IN ADVANCE OF CEREMONY/SEPARATION DATE)

1. Member Information:

- a. Rate(Warfare) and Full Name:_____
- b. Department/Location:_____
- c. Spouse's Full Name:_____
- d. Children's Full Name:_____
- e. Retirement/Fleet Reserve Date:_____
- f. PTDY Dates:_____
- g. Leave Dates:_____
- h. Home of Record:_____
- i. Current Residence (City):_____
- j. Future Residence (City):_____

2. Discuss the following with the member:

- | | | |
|----------------------------------------------------------------------------------|----|-----|
| a. Certificate of Appreciation from the President of the United States: | No | Yes |
| b. Letter from Governor(s):_____ | No | Yes |
| If Yes, State(s) | | |
| c. Letter from CNO (Officer's Only): | No | Yes |
| d. Letter from MCPON (CPO's Only): | No | Yes |
| e. Commanding Officer's Statement of Service Letter: | No | Yes |
| f. Certificate of Retirement:
(Officer', CPO's 30 Years
and Medical Only): | No | Yes |
| g. Fleet Reserve Certificate: | No | Yes |

- | | | | |
|----|------------------------------------------------------------------------------------------------------------------------------------|----|-----|
| h. | NSA U.S. Flag Certificate
(if flown over CINCLANT Compound): | No | Yes |
| i. | Retirement Flag Certificate: | No | Yes |
| j. | CPO Retirement Creed (CPO's Only): | No | Yes |
| k. | Commanding Officer's Letter
of Appreciation for Spouse: | No | Yes |
| l. | Commanding Officer's Letter
of Appreciation for Children: | No | Yes |
| m. | Shadow Box (Any monetary costs
will be paid by the member): | No | Yes |
| 3. | Do you want a Ceremony? | No | Yes |
| a. | No: End interview and forward this to
the Command Career Counselor. | | |
| b. | Yes: Continue interview using to
enclosures (2) through (4).
Also forward a copy of this to
the Command Career Counselor. | | |

RETIREMENT/FLEET RESERVE CEREMONY CHECKLIST
(NLT 120 DAYS IN ADVANCE OF CEREMONY DATE)

1. Coordination of Retirement/Fleet Reserve Ceremony:

a. Ceremony Coordinator:_____

b. Ceremony Date/Time:_____

c. Ceremony Location:_____

d. Command participation desired? No Yes

1) Specify extent:_____

(e.g., All Officers, CPOs, Department/
Division Personnel, etc)

e. Uniform: Official Party:_____

Military Guests:_____

Civilian Guests:_____

f. Approximate number of Guests: Military:_____

Civilian:_____

g. Immediate family members who will attend:_____

(e.g., Spouse, Children, Parent(s), Brother(s), Sister(s), etc)

h. Master of Ceremonies:_____

i. Retirement Officer:_____

j. Guest Speaker:_____

k. Chaplain:_____

l. Sideboys: 1)_____2)_____

3)_____4)_____

5)_____6)_____

ALT)_____ALT)_____

ENCLOSURE (2)

- m. Honor's Boatswain:_____
- n. Photographer desired: No Yes
- o. Invitations desired: No Yes
- p. Ceremony programs desired: No Yes
- q. Reception arrangements: No Yes
- 1) Time:_____
- 2) Location:_____
- 3) Cake order date:_____
- 4) Food/drinks:_____
- 5) Member understand that all costs associated with providing and serving post ceremonial refreshments and/or a reception must be borne by him/her and may not be paid for from non-appropriated funds.
- r. Flag flown at:_____
- s. Shadowbox ordered: No Yes
- 1) Member understands that all costs associated with providing a shadowbox must be borne by him/her and may not be paid for with non-appropriated funds.
- t. Flowers and gifts for family members.
- 1) Member understand that all costs associated with providing a flowers and gifts must be borne by him/her and may not be paid for with non appropriated funds.
- u. Reserve ceremonial bullets and red carpet.
- v. Start, complete and submit NAVSUPPACT Notice 5060.
- w. Ensure Retiree coordinates with the Master of Ceremonies all schedule of events and changes to NAVSUPPACT Notice 5060.

x. Ceremony rehearsal date/time: _____

y. Ceremony rehearsal location: _____

z. Notes and comments: _____

NAVSUPPACTNORFOLK NOTICE 5060

Subj: (FLEET RESERVE/RETIREMENT) CEREMONY ICO (MEMBER)

1. Purpose. To provide a coordinated (Fleet Reserve/Retirement) ceremony for (member).

2. Information.

a. Date and time: (day), (date), (time).

b. Location: (location of ceremony).

c. Uniform: Participants:
Military Guests:
Civilian Guests:

d. Guest Speaker: (as desired by member).

e. Master of Ceremonies: (as desired by member).

f. Retirement Officer: (as determined by member).

g. Honor Boatswain Mate: (as determined by member).

h. Sideboys: (include personnel and alternates, at least eight names)

3. Attendees. All Officers/Chief Petty Officers, crew, and civilian personnel are cordially invited to attend.

4. Responsibilities.

a. First Lieutenant:

1) Provide Honor Boatswain for piping ceremony. Also provide ceremonial bullets and red carpet.

b. Member's Department Head:

1) Assist in preparing remarks for guest speaker's address. Provide to guest speaker NLT COB (date one week prior to ceremony) via Executive Officer.

2) Ensure retiree's personal awards or letters are prepared and ready for presentation.

c. Public Affairs Officer:

1) Provide news releases for hometown and NAVBASE newspapers.

2) Provide podium, sound system and small table for ceremony.

d. Ceremony Coordinator/Sponsor:

1) Ensure all awards, letters of appreciation and commendation, Fleet Reserve/retirement certificates, shadowbox and plaques are prepared and centrally located at least one week prior to ceremony.

2) Assist Master of Ceremonies during ceremony presentations.

3) Assist Master of Ceremonies in preparation of ceremony agenda.

4) Ensure ceremony checklist is completed in total.

e. Chaplain: (Chaplain's Name) will deliver the invocation and benediction for the ceremony.

G. M. KOUCHERAVY

ENCLOSURE (3)

**RETIREMENT CEREMONY
FOR
MS1(SW) STEPHEN JOESPH SAILOR
HELD ON 07 MAY, 2002 @1200**

SAMPLE

TBD: COMMENCE BACKGROUND MUSIC

MC: "CREW, ATTENTION. LADIES AND GENTLEMEN, PLEASE RISE.
GOOD MORNING LADIES AND GENTLEMEN. WELCOME TO THE
RETIREMENT CEREMONY FOR (MEMBERS NAME)."

BOS'N: (STRIKES (APPROPRIATE # OF BELLS) BELLS)

MC: "(MEMBERS NAME), UNITED STATES NAVY, ARRIVING."

BOS`N: (STRIKES (APPROPRIATE # OF BELLS) BELLS)

MC: "(GUEST SPEAKER IF APPROPRIATE OR COMMANDING OFFICER),
ARRIVING."

BOS'N: (STRIKES ONE BELL WHEN (GUEST/CO) APROACHES PODIUM.)

MC: "WILL THE GUESTS PLEASE REMAIN STANDING FOR OUR
NATIONAL ANTHEM AND THE INVOCATION."

NATIONAL ANTHEM

MC: "THE INVOCATION WILL NOW BE DELIVERED BY CHAPLAIN
(NAME)."

CHAPLAIN: DELIVERS INCOVATION

MC: "GUESTS PLEASE BE SEATED. PARADE REST. TODAY WE WILL
HAVE THE DISTINCT HONOR AND PRIVILIGE OF RETIRING ONE
OF OUR OWN, PETTY OFFICER SAILOR, WHOSE LONG AND
IMPRESSIVE NAVAL CAREER STARTED OVER 20 YEARS AGO."

MC: "IT IS MY PRIVILIGE TO INTRODUCE OUR GUEST SPEAKER
(MEMBERS TITLE); LADIES AND GENTLEMEN (MEMBERS
NAME)."

SPEAKER: GUEST SPEAKERS SPEECH

MC: "PETTY OFFICER SAILOR PLEASE JOIN (NAME/TITLE OF
RETIREMENT OFFICER) AT THE PODIUM."

ENCLOSURE (4)

SAMPLE

MC: "CREW, ATTENTION." (only if NAM or above medal) AWARDS PRESENTATION - MC READS,

MC: READS "CERTIFICATE OF APPRECIATION" FROM THE COMMANDER IN CHIEF, PRESIDENT OF THE UNITED STATES, GEORGE W. BUSH (RETIREMENT OFFICER PRESENTS CERTIFICATE).

MC: READS "LETTER OF APPRECIATION" FROM THE GOVERNOR OF PENNSYLVANIA (RETIREMENT OFFICER PRESENTS LETTER).

MC: READS "LETTER OF APPRECIATION" FROM THE GOVERNOR OF VIRGINIA (RETIREMENT OFFICER PRESENTS LETTER).

MC: CALLS PETTY OFFICER COOK (PRESENTING) TO THE PODIUM FOR A PRESENTATION.

MS1 COOK: PRESENTS "SHADOW BOX" ON BEHALF OF FIRST CLASS PETTY OFFICER ASSOCIATION.

MC: READS "FLAG CERTIFICATE" FLOWN OVER POW/MIA MEMORIAL PARK ON CINCLANT COMPOUND (RETIREMENT OFFICER PRESENTS CERTIFICATE).

MC: REQUESTS PETTY OFFICER SAILOR ESCORT HIS WIFE TO THE PODIUM.

MC: READS "CERTIFICATE OF APPRECIATION" FOR SHIRLEY SAILOR (RETIREMENT OFFICER PRESENTS CERTIFICATE).

MS1 SAILOR: PRESENTS HIS WIFE WITH FLOWERS.

MS1 SAILOR: ESCORTS HIS WIFE BACK TO HER SEAT AND ESCORTS HIS MOTHER TO THE PODIUM.

MS1 SAILOR: PRESENTS HIS MOTHER WITH FLOWERS.

MS1 SAILOR: ESCORTS HIS MOTHER BACK TO HER SEAT.

MC: READS "FLEET RESERVE CERTIFICATE" (RETIREMENT OFFICER PRESENTS CERTIFICATE).

MC: CALLS PETTY OFFICER SAILOR TO PODIUM FOR "PARTING REMARKS"

MC: CALLS PETTY OFFICER SEAMAN TO PODIUM.

ENCLOSURE (4)

MS2 SEAMAN: READS "THE WATCH"

MC: **"BOS'N POST SIDEBUOYS"**

MC "LADIES AND GENTLEMEN, PLEASE RISE FOR THE BENEDICTION
BY CHAPLAIN (NAME)."

CHAPLAIN: BENEDICTION, (PLAY THE NAVY HYMN).

RETIREMENT OFFICER, PETTY OFFICER SAILOR AND SHIRLEY SAILOR:
 MOVE TO FRONT OF THE RED CARPET AND BULLETS.

MC: READS "FINAL ORDERS"

FROM: COMMANDER, NAVAL PERSONNEL COMMAND

TO: **MS1(SW) STEPHEN JOESPH SAILOR**

"WHEN DIRECTED ON 06 MAY, 2002 YOU WILL REGARD YOURSELF
DETACHED AND RELIEVED OF ALL DUTIES. YOU ARE TO BE
TRANSFERRED TO THE FLEET RESERVE AND RETIRED AS APPROVED
BY THE SECRETARY OF THE NAVY, EFFECTIVE 31 MAY, 2002.
PETTY OFFICER SAILOR YOU ARE HEREBY DETACHED.
CARRY OUT YOUR ORDERS"

MS1 SAILOR: **"REQUEST PERMISSION TO GO ASHORE, SIR"**

MC: AS THE WHISTLE BEGINS:

**"PETTY OFFICER FIRST CLASS MESS SPECIALIST,
STEPHEN JOSEPH SAILOR, UNITED STATES NAVY,
RETIRED, DEPARTING"**

MS1 SAILOR: RETURNS TO ESCORT HIS WIFE THROUGH THE BULLETS.

MC: AS THE WHISTLE BEGINS:

**"PETTY OFFICER FIRST CLASS AND WIFE,
UNITED STATES NAVY, RETIRED, DEPARTING"**

MC "LADIES AND GENTLEMEN, THIS CONCLUDES THE RETIREMENT
CEREMONY FOR **PETTY OFFICER SAILOR. PETTY OFFICER SAILOR**
WOULD LIKE YOU TO JOIN HIM FOR REFRESHMENTS IN THE
(LOCATION). THANK YOU FOR YOUR ATTENDANCE."

ENCLOSURE (4)

NAVSUPPACTNORFOLKINST 1830.1

ENCLOSURE (5)

21 August 2002

Office of the Governor
State Capitol
Richmond, VA 23219
Ph: 804/786-2211
Fax: 804/371-6351

Dear Governor,

On behalf of the State of Virginia, I respectfully request an appreciation letter/certificate from the Governor be awarded to

MS1(SW) STEPHEN JOESPH SAILOR

for the occasion of his retirement from the United States Navy on 31 October 2002. Petty Officer Sailor has served our nation honorably for over 20 years. His official retirement ceremony scheduled for 10 September 2002. Please forward the letter/certificate to arrive no later than 01 September 2002. This will allow sufficient time to frame it for presentation at his ceremony. Any questions concerning this matter may be directed to myself at phone number (757) 836-1845.

Request return correspondence be sent to:

DEPARTMENT OF THE NAVY
COMMANDING OFFICER,
NAVSUPPACT NORFOLK, VA
7918 BLANDY ROAD, SUITE 100
NORFOLK, VA 23551-2419
ATTN: COMMAND CAREER COUNSELOR

Very Respectfully,

H. N. ANDERS
NCC(SW/AW) USN
Command Career Counselor
By direction

ENCLOSURE (6)

**Chief of Naval Operations
Retirement Certificate Request Form
(OFFICERS' S ONLY)**

Date: 06 July 2002

Rank: CHIEF WARRANT OFFICER

Warfare: SUPPLY CORPS / SURFACE WARFARE

USN / USNR: USN / USNR

Full Name: DAVID JOHN BOUDREAUX

Ceremony Date: 06 July 2002

Retirement Date: 01 November 2002

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POC: NCC(SW/AW) H. N. ANDERS

PHONE: Commerical: (757) 836-1845 / 1848; DSN: 836-1845 / 1848

FAX: Commerical: (757) 836-1925; DSN: 836-1925

MAILING ADDRESS: DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVSUPPACT NORFOLK, VA
7918 BLANDY ROAD, SUITE 100
NORFOLK, VA 23551-2419
ATTN: COMMAND CAREER COUNSELOR

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FAX the above information to the POC below:

**CNO PUBLIC AFFAIRS OFFICE
ATTN: THERESA BROWN
PHONE: (703) 697-9929
FAX: (703) 614-2214**

Master Chief Petty Officer of the Navy
Retirement Certificate Request Form
(CPO'S ONLY)

Date: 06 July 2002

Title: CHIEF PETTY OFFICER

Rating: MESS MANAGEMENT SPEICALIST

Warfare: SURFACE WARFARE / AVIATION WARFARE

USN / USNR: USN / USNR

Full Name: STEPHEN JOESPH SAILOR

Ceremony Date: 06 July 2002

Fleet Reserve/Retirement Date: 31 October 2002

=====

POC: NCC(SW/AW) H. N. ANDERS

PHONE: Commerical: (757) 836-1845 / 1848; DSN: 836-1845 / 1848

FAX: Commerical: (757) 836-1925; DSN: 836-1925

MAILING ADDRESS: DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVSUPPACT NORFOLK, VA
7918 BLANDY ROAD, SUITE 100
NORFOLK, VA 23551-2419
ATTN: COMMAND CAREER COUNSELOR

=====

Send the above information to any of the following email address:

Certificates@bupers.navy.mil

NAVSUPPACTNORFOLKINST 1830.1

ENCLOSURE (9)

NAVSUPPACTNORFOLKINST 1830.1

ENCLOSURE (10)

NAVSUPPACTNORFOLKINST 1830.1

ENCLOSURE (11)

NAVSUPPACTNORFOLKINST 1830.1

ENCLOSURE (12)

NAVSUPPACTNORFOLKINST 1830.1

ENCLOSURE (13)

NAVSUPPACTNORFOLKINST 1830.1

ENCLOSURE (14)

NAVSUPPACTNORFOLKINST 1830.1

ENCLOSURE (15)

THE WATCH

Picture in your mind. A ship sails gracefully and silently into a harbor, the anchor is set and the sails are furled. The crew prepares the ship for a ceremony and shirts to dress uniform. At the appointed hour the word is passed, "All Hands on Deck.", "Sideboys, standby to hoist away." "BOS'N, stand by the call." The time has come for another Shipmate to retire.

The Boatswain's Call or whistle was used in the day of galley slaves to keep the stroke of the oars even. The Royal Navy adopted the call as a means of passing orders to the crew above the roar of the wind and seas, and to render honors to officers and visiting dignitaries. The U.S. Navy has followed that tradition.

The Sideboys were originally used to raise and lower the platform that officers and dignitaries rode as they boarded or departed the ship. The number of Sideboys depended on the weight of the dignitary.

The pipe that Sideboys were used to render a last salute of respect to the retiring shipmate. When the ship was ready and the crew assembled, the retiree was brought front and center. Tales of voyages made, storms weathered, battles fought, friends know, ports visited and liberties enjoyed were remembered and retold a final time. Gifts of swords, pistols, and a custom made sea chest, to preserve the retirees uniform, were presented. At last it was time to transfer ashore. The retiree stepped on to the platform and as the Sideboys lowered him to the waiting longboat, the Bos'n blew a final call.

In the 1800's, U.S. Navy Commanding Officers began allowing retirement ceremonies for enlisted men. Today, Commanding Officers are often part of the retirement ceremony. Gone are the sails, platform, longboat, swords, and pistols, but the Boatswain's call, Sideboys, and appropriate gifts still remain.

Now **(NAME)** will step to the head of the Sideboys and be piped ashore for the last time. Before **he/she** receives that last salute we should pause for a moment to remember. Remember that **(NAME)** have stood the watch for **(#)** years. While we were ashore, in school, TAD, on leave, and yes, even before some of us were born, **(NAME)**, "STOOD THE WATCH." **He/She** has experienced good and bad duty.

He/She has endured long separations, short turnarounds, extended deployments, lonely midwatches, and beheld "Cold and Hot" wars. These hardships have often been accepted without praise, comfort, understanding or even mail so that our fellow Americans and freedom loving people around the world can feel safe and secure.

Now it is time to stand the watch: **(NAME)**, "You stand relieved. We have the watch." Enjoy your new career and never forget that you are and will always be apart of the finest Navy in history.

Fair Winds and Following Seas.

Sideboys Post,
Bos'n standby the pipe,
Everyone please rise,
(NAME) Retired, Departing!

OLD GLORY

I am the flag of the United States of America.
 My name is Old Glory.
 I fly atop the world's tallest buildings.
 I stand watch in America's halls of justice.
I fly majestically over institutions of learning.
 I stand guard with power in the world.
 Look up and see me.

I stand for peace, honor, truth and justice.
 I stand for freedom.
 I am confident.
 I am arrogant.
 I am proud.

When I am flown with my fellow banners,
 My head is a little higher,
 My colors a little truer.

 I bow to no one!
I am recognized all over the world.
 I am worshipped - I am saluted.
 I am loved - I am revered.
I am respected - and I am feared.

I have fought in every battle
 of every war
for more than 200 years.

I was flown at Valley Forge,
Gettysburg, Shiloh and Appomattox.
I was there at San Juan Hill,
 the trenches of France,
 in the Argonne Forest,
Anzio, Rome and the beaches of Normandy.

Guam, Okinawa, Korea and
KheSan, Saigon, Vietnam know me.

I was there.

I led my troops, I was dirty, battleworn and tired,
But my soldiers cheered me and I was proud.

I have been burned, torn and trampled on the
streets of countries I have helped set free.

It does not hurt for I am invincible.

I have been soiled upon, burned, torn and
trampled in the streets of my country.

And when it's done by those
Whom I've served in battle - it hurts.
But I shall overcome - for I am strong.

I have slipped the bonds of Earth
and stood watch over the uncharted
frontiers of space from my vantage point on the moon.
I have borne silent witness to all of America's finest hours.

But my finest hours are yet to come.

When I am torn into strips and used as bandages
for my wounded comrades on the battlefield,
When I am flown at half-mast to honor my soldier,
Or when I lie in the trembling arms of a grieving parent
at the grave of their fallen son or daughter,

I am proud.